



Town of Danville
PROGRAM ASSISTANT
(\$12.00 to \$17.50/hr)

SALARY: \$12.00 to \$17.50 an hour, non-benefitted position DOE

DEFINITION

The Town of Danville is committed to offering programs and services which provide concrete, positive experiences for youth and teens and which promote qualities are essential to raising successful young people.

SPECIFIC TO SENIOR GUARD

QUALIFICATIONS

Applicants must be 17 years of age and up. Required certifications by June 22, 2013: American Red Cross Lifeguard Training, CPR/AED for the Professional Rescuer, First Aid and Water Safety Instructor. Senior Guards must have a minimum of two years of lifeguard/swim instructor experience; leadership experience highly desired.

DEFINITION

The Town of Danville strives to provide an aquatic environment that is safe, instructive and fun through recreational and lap swim, special events, the Learn to Swim program, Junior Lifeguard program and Lifeguard training classes.

Aquatics staff members generally work 3-5 hours per day, in morning, afternoon, or evening shifts at Monte Vista Community Pool or in morning or early afternoon shifts at San Ramon Valley High School Pool. Most staff members will work an average of 15-20 hours per week, up to a maximum of 37.5 hours per week.

SUPERVISION

Under the general supervision of the Pool Managers, Program Coordinator and Program Supervisor, the Senior Guard teaches swim lessons, lifeguards, and serves on the Aquatics Leadership Team.

ESSENTIAL JOB DUTIES

- Job duties include lifeguarding, swim lesson instruction, leading pool parties, mandatory staff training, cashiering, pulling tarps, required daily fitness swims and administrative duties, including some weekend shifts.
- The Senior Guard identifies staff training needs, plans and leads weekly staff training, and may supervise on-duty staff in the absence of a Pool Manager.
- Provide aquatic safety and instruction for pool patrons.
- Use positive discipline and communicate effectively with parents/guardians.

- Perform duties within OSHA standards.

SPECIFIC TO SUMMER CAMP SITE LEADER

QUALIFICATIONS

Applicants must be high school graduate, at least 18 years of age and up, with experience working with youth in a recreation setting. Energetic, self-motivated, creative, and organized. Able to work as part of a team.

SUPERVISION:

Under the general supervision of the Program Coordinator, Summer Camp Site Leaders are responsible for the day to day operations and implementation of curriculum of their assigned summer day camp, which offer youth and teens daily activities including arts, crafts, games, field trips and special events.

ESSENTIAL DUTIES:

- Plan and leads arts, crafts and games according to the theme of the week.
- Serve as a mentor and role model to campers.
- Work as part of a team of camp leaders.
- Safely and appropriately supervise campers on off-site field trips.
- Use positive discipline and communicate effectively with parents/guardians.
- Supervise and mentor part-time staff.
- Participate in weekly Leadership Training Meetings with the Day Camp Leadership Team.
- Monitor supplies and create weekly supply list.
- Perform duties within OSHA standards.
- Gain experience supervising and mentoring part-time staff.

PROGRAM ASSISTANT/POOL MANAGER

SALARY: \$14.00 TO \$17.50/an hour

QUALIFICATIONS

Applicants must be 18 years of age and up. Required certifications by June 22, 2013: American Red Cross Lifeguard Training, CPR/AED for the Professional Rescuer, First Aid and Water Safety Instructor, Lifeguard Training Instructor and/or WSI Instructor Trainer certifications highly desired.

DEFINITION

The Town of Danville strives to provide an aquatic environment that is safe, instructive and fun through recreational and lap swim, special events, the Learn to Swim program, Junior Lifeguard program and Lifeguard training classes.

Aquatics staff members generally work 3-5 hours per day, in morning, afternoon, or evening shifts at Monte Vista Community Pool or in morning or early afternoon shifts at

San Ramon Valley High School Pool. Most staff members will work an average of 15-20 hours per week, up to a maximum of 37.5 hours per week.

SUPERVISION

Under the general supervision of the Program Coordinator, Pool Managers are responsible for the day to day operations of the summer aquatics program.

ESSENTIAL DUTIES:

- Schedules, trains and supervises performance of part-time staff.
- Provides valuable customer service skills by assisting the community with aquatic related issues.
- Provides operational site management by assisting class placement of participants.
- Teaches swim classes and acts as a lifeguard as needed.
- Maintains inventory of pool equipment and supplies, assure pool equipment is in excellent condition and arrange repairs as needed.
- Maintains proper and accurate attendance and cash handling records.
- Perform duties within OSHA standards.

PROGRAM ASSISTANT/SUMMER CAMP SITE MANAGER

SALARY: \$14.00 to \$17.50/an hour

QUALIFICATIONS

Applicants must be high school graduate, at least 20 years of age and up, and experience working with youth in a recreation setting. Energetic, self-motivated, creative, and organized. Able to work as part of a team. This is a Monday through Friday, 20 to 37.5 hour position that requires open availability.

SUPERVISION

Under the general supervision of the Program Coordinator, the Summer Camp Site Manager is responsible for on-site supervision of staff and participants of multiple camps located at the same site.

ESSENTIAL DUTIES:

- Serve as a mentor and role model to campers.
- Work as part of a team of camp leaders.
- Safely and appropriately supervise campers on off-site field trips.
- Use positive discipline and communicate effectively with parents/guardians.
- Coordinate camp activity rotation schedule and site logistics to ensure efficient operations.
- Maintain adequate inventory of camp supplies and equipment within budgetary guidelines.
- Supervise and mentor Summer Day Camp Site Leaders and Program Leaders, including adherence to Town policies and procedures.

- Participate in weekly Leadership Training Meetings with all Camp Site Leaders.
- Use positive discipline and communicate effectively with parents/guardians.
- Perform duties within OSHA standards.

Updated: January, 2013